

Draft Minutes of the Maricopa HOME Consortium Public Meeting
September 16, 2021 9:30 am

Consortium Members Present:

Sandy Lopez, City of Avondale
Karin Bishop, City of Chandler
Melanie Dykstra, Town of Gilbert
Matt Hess, City of Glendale
Rachel Milne, Chair, Maricopa County
Jaime Gonzalez, City of Peoria
Mary Witkofski, City of Scottsdale
Adam Lane, City of Surprise
LeVon Lamy, City of Tempe

Others Present:

Jennifer Lauria, Town of Gilbert
Alexia Grady, Maricopa County
Carissa Cyr, Maricopa County
Lori Francisco, Maricopa County
Regina Marette, Maricopa County
Paul Bentley, City of Tempe
Tia LaFrambois, City of Peoria
Seth Dyson, City of Surprise
Stephanie Knox, HUD
Adriane Clarke, HUD

1. Call to Order

At 9:32 a.m., Rachel Milne, the Chair, called to order the September 16, 2021 Maricopa HOME Consortium Public Meeting, held virtually and telephonically as a response to COVID-19.

2. Roll Call

Regina Marette called the roll, and a quorum was established.

3. Approval of Minutes (07/15/21)

Rachel Milne called for a motion to approve the minutes of the July 15, 2021 monthly HOME Consortium Public Meeting. Melanie Dykstra motioned to approve the minutes. The motion was seconded by Matt Hess and passed unanimously.

4. HUD CPD Representatives – Updates, Questions and Answers

Rachel asked Stephanie Knox and Adriane Clarke from HUD to provide any insight or information to the members regarding the newly released HOME ARP Notice. Stephanie stated that they had not yet themselves gone through the document but were going to attend a training regarding it. Stephanie also notified the group that a training would be provided to grantees regarding it, and she will share that information once it is available. She had no further information regarding the notice at that time.

Rachel shared the first question submitted by the Consortium members regarding if the ESG expenditure deadline would be extended. Stephanie responded that Headquarters intends to stick with these set expenditure deadlines. She elaborated that the reasoning behind this is due to the time given for grantees to submit their ESG plans and to make sure that grantees would expend their funds to serve Covid impacted individuals. They did not want the expenditures to be held or spent later. She stated they

have not received any directions as to what will happen as far as when the deadlines come. Stephanie stated that 20% must be expended by September 30th and 80% must be expended by March 31st.

Stephanie also informed the members that when disaster money is released it brings additional scrutiny regarding those grantees who may not have expended the required percentages or those who have exceeded the expected amounts. She reminded the members that this is for the purpose of verifying the money is being used for the purpose intended.

Rachel acknowledged with the group that OIG was looking into the challenges regarding meeting that initial 20% target and those who have been struggling to spend their ESG monies.

Rachel then moved onto the next Consortium Member question regarding if the HOME Match waiver would be extended. Stephanie responded that she has no updates regarding that however this information could change after the HUD training today. As of now, the match waiver only applies to funds that were expended during October 1, 2019, through September 30, 2021.

Rachel asked about the notice received to update our 2021 Certifications and needing to submit the plan back to HUD. Rachel asked if grantees must submit certifications online or can each member work directly with their Representative, leaving it in an open status. Stephanie acknowledged that because of the different stages of the process that Consortium members can be in, keeping the plan in open status makes sense as it will minimize the administrative burden and it would be acceptable to do so. Stephanie asked if the group had any feedback for any ways to improve the process and to let her know so they can further assist the members. There were no comments from the members. Rachel thanked Stephanie and Adriane for their time.

5. Planning & Reporting Update

Carissa thanked the Consortium members for their timely submissions of their CAPER contributions. She informed the group that the draft CAPER had been published online since September 3rd and will remain there through September 19th awaiting any public comments. It will then move onto submission to HUD. She asked the group for any questions regarding the CAPER, there were none. She stated the HUD representatives had already answered her second topic regarding the HUD Certifications. She reminded members to work directly with their HUD representatives regarding their PY2021 AAP Certification Update submissions. There were no further questions or comments from the group.

6. Section 3 Update

Regina stated that HUD had published 24 CFR Part 75 and that all members will need to update this in their contracts from 24 CFR Part 135 to 24 CFR Part 75. She added that HUD published CPD Notice 21-09 and that this information is available on the HUD Exchange. Regina then stated the most significant change is the switch from tracking and reporting new hires and contracts to tracking and reporting labor hours and qualitative benchmarks. Section 3 application has been simplified to all construction related projects with HUD funding of \$200,00.00 or more. She also stated there have been definition changes regarding Section 3 Worker. This is now based on the individual worker's income only, instead of family size. They also changed the definition of a Targeted Section 3 Worker, which is a worker who lives in the service area of the project.

Besides labor hours, the other significant change is mandated benchmarks. The mandated benchmarks HUD is requiring for a project is 25% of total labor hours must come from Section 3 Workers and of those, 5% must come from Targeted Section 3 Workers. She stated that the easiest way to comply with the regulations will be to work with Section 3 businesses. Anyone unable to meet these benchmarks must report qualitative efforts used.

Regina took questions from the Consortium Members. Jamie Gonzalez asked if the \$200,00.00 requirement applied to an entire contract or individual project. Regina responded that it would be per each project that is assigned an IDIS number. Jamie then asked if it would be possible to come together

collectively and form a committee to have a unified response or plan that all members could follow to try and meet these requirements. Regina stated that the County is working on a plan that members could use. Rachel responded that members could come up with their own plan if they prefer. Regina reminded the members that they need to start tracking hours immediately as all Section 3 activities open in IDIS as of July 1, 2021 will require labor hours to be reported in IDIS.

LeVon Lamy stated he supported the Consortium coming together to create a uniform response to meet the benchmarks and requirements. He then asked if there was any type of documents he could present or particular wording to his attorney's office that could make securing Section 3 bids clearer. Regina offered to send him a document that she had recently utilized.

Karin Bishop stated she would be in support in bringing the Consortium together to create a uniform plan for consistency with all providers and members to follow. She then asked if HUD or the NCDA Forum would be providing any templates or samples of plans to meet these requirements and benchmarks. Regina explained that there would likely need to be specific regional guidance on how to reach out to Section 3 Businesses. She stated the County would likely use its Workforce Development Division and agreed building a committee would be a good idea. Stephanie Knox stated she would check to see if HUD had a best practices response or guidance. Rachel stated Section 3 would be added to a future agenda.

7. MCHSD Finance Update

Rachel opened the floor to Lori Francisco to discuss finance updates with the members. Lori explained that the Financials for the Consortium were sent out early and if members needed to contact her, she provided her contact information. She encouraged members to reach out especially regarding the September 30th match waiver deadline. Lori reminded all members to send invoices to HSDFinance@maricopa.gov and copy Regina. This email address was also shared in the chat section of Teams.

8. Roundtable Consortium Member Discussion

Consortium members gave updates for their cities/town on their HOME activities and staffing. Regina stated that she was looking for volunteers to create a CHDO review committee. Rachel stated anyone who has an active CHDO application in process cannot be on the committee, but that they could assist the County in reviewing its HOME Urban County RFP. Rachel informed the members that HOME ARP will be a topic of the next Consortium Meeting and if anyone is not interested in pooling their funds, that they should report that decision at that time.

9. Call to Public

The public had no comment.

10. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Jaime Gonzalez and seconded by Melanie Dykstra. The motion passed unanimously. The meeting was adjourned at approximately 10:36 a.m.

The next regularly scheduled meeting will occur October 21, 2021.

Respectfully submitted,

Alexia Grady

Alexia Grady, Recording Secretary